

Minutes: Leesburg Planning Commission March 20, 2003

The Leesburg Planning Commission met on Thursday, March 20, 2003 at 7:00 p.m. in the Council Chambers at 25 West Market Street, Leesburg, VA. Staff members present for the meeting were Susan Swift, Nancy Kitchens, Brian Boucher, Mike Freda and Jennifer Smith.

CALL TO ORDER:

The meeting was called to order at 7:00 p.m.

ROLL CALL:

Present: Chairman Cliff Vaughan
Commissioner Clem
Commissioner Werner
Commissioner Kennedy
Commissioner Bangert
Commissioner Dubè
Commissioner Hoovler

ADOPTION OF AGENDA:

Commissioner Bangert wanted to add under new business a discussion about adding the Pledge of Allegiance to the agenda.

Commissioner Hoovler wanted to add under new business a Town Plan status report to the agenda.

Ms. Susan Swift wanted to add the User Fee Study under Mike Freda's CIP preview.

Commissioner Hoovler made a motion to approve the agenda.

Motion: Hoovler
Second: Clem
Carried: 7-0

ADOPTION OF MINUTES:

None

REMARKS BY PETITIONERS

None

PUBLIC HEARINGS:

SOUTH STREET DAY CARE CENTER AT THE PARK, 818 S. KING STREET – SPECIAL EXCEPTION - Nancy Kitchens, Senior Planner

Nancy Kitchens came forward to present the application to the Planning Commission and answer any questions.

Ms. Kimberly Welch came forward on behalf of the applicant and the owner to present the application and answer any questions that the Planning Commission had.

Commissioner Dubè asked if the State required a certain amount of square footage for the interior like they do for the outdoor play area?

Ms. Welch stated that the State does have similar standards for the interior. She also stated that the first floor would be for the children and the second floor would be office space and a teachers lounge.

Commissioner Dubè asked how far from the road the fence would be?
Ms. Kitchens stated she would look at the plans and get back to him.

Commissioner Bangert asked what the applicant was going to use to construct the fence and also asked about the possibility of traffic backing up onto the Route 15 by pass.

Ms. Welch stated that they would have a decorative fence with a chain-linked fence behind that for safety.

Mr. Mac Willingham came forward to answer the question regarding the traffic.

Commissioner Hoovler also had some concerns about the traffic pattern.

Mr. Doug Kennedy, the applicant's Traffic Engineer came forward to address those concerns.

Commissioner Kennedy asked how the new Zoning Ordinance differed from the old Zoning Ordinance with regard to this application, which falls under the old Zoning Ordinance.

Mr. Brian Boucher came forward to explain the changes with regard to this application.

Commissioner Werner had some concerns about the traffic pattern and with the speed bumps in the parking lot.

SUBDIVISION AND LAND DEVELOPMENT:

None

ZONING

**ZOAM 03-01 and ZM 03-01 FLOOD PROTECTION/CREEK VALLEY
BUFFER** – Brian Boucher, Zoning Administrator

Mr. Boucher came forward to address the Commission regarding a letter that was received from Loudoun County regarding the Flood Protection and Creek Valley Buffer, and to answer any questions that the Commission had.

Commissioner Clem made a motion to adopt ZOAM 03-01 and ZM 03-01 Flood Protection/Creek Valley Buffer proposal.

Motion: Clem
Second: Kennedy
Carried: 7-0

**HOLY TRINITY LUTHERAN CHURCH, 605 W. MARKET STREET –
SPECIAL EXCEPTION** – (Preview) – Nancy Kitchens, Senior Planner

Nancy Kitchens came forward to present the application to the Planning Commission and answer any questions they had.

Peter Norach an attorney with Campbell Miller & Zimmerman and also a member of Holy Trinity Lutheran Church came forward as the applicants representative and stated he could answer any question that the Commission had.

Commissioner Dubè had a question about the sidewalk they would be putting on Catoctin Circle and asked if that was where the Town was to put a bike trail.

Mr. Peter Norach stated that the trail would be on the west side.

Commissioner Hoovler asked about the design of the building with regard to safety issues. Commissioner Hoovler also asked that the lighting be addressed.

Mr. Peter Norach stated that those issues would be addressed, but his architect was not there to address them.

COMPREHENSIVE PLANNING:

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CAPITAL IMPROVEMENT PROGRAM (CIP) – (Preview) – Mike Freda, Budget Officer

Mike Freda came forward to present the Capital Improvement Program to the Planning Commission and answer any questions they had.

USER FEE STUDY RECOMMENDATIONS – Mike Freda, Budget Officer

Mike Freda also handed out a copy of the User Fee Study Recommendations to the Planning Commission and gave a brief presentation regarding this study.

Mr. Brian Boucher came forward to comment about the fees charged by other jurisdictions.

COUNCIL REPRESENTATIVE'S REPORT:

None

STAFF AND COMMITTEE REPORTS:

Ms. Susan Swift stated that she will give an update on the Town Plan at every meeting and that she handed out a copy of the minutes from the Planning Commission's retreat they had on Saturday March 8, 2003. She also stated that with regard to the Town Plan, staff was concentrating on the maps, updating the existing Land Use map, and has compiled a list of 30 other maps that will be needed for the Town Plan.

OLD AND NEW BUSINESS:

Commissioner Bangert made a motion to have the Planning Commission begin their meetings with the Pledge of Allegiance.

Motion: Bangert
Second: Werner
Carried: 7-0

ADJOURNMENT:

There being no further business the meeting adjourned at 9:35 p.m.

PREPARED BY:

Jennifer Smith

APPROVED BY:

Cliff Vaughan, Chairman